

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 854

Page 1 of 1

Agency HOWARD COUNTY GOVERNMENT

Division/Unit OFFICE OF HUMAN RIGHTS

Item No.	Description	Retention
	All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will be transferred to MSA on CD stored as "Tif" files with retrieval software also embedded on the CD.	

Schedule Approved by Department, Agency, or Division Representative.

Date 2/19/99

Signature *Phyllis L. Pritchett*

Typed Name Phyllis L. Pritchett

Title Records Management Officer

Schedule Authorized by State Archivist

Date MAR 2 1999

Signature *Edward C. Pappas*

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 854

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Agency HOWARD COUNTY GOVERNMENT Division/Unit Office of Human Rights

Item No.	Description	Retention
	Section I. Case Files	
1	1.01 <u>Case Files</u> Contains files that are cross-filed with Equal Employment Opportunity Commission, Charge Files closed for lack of jurisdiction; Reasonable Cause Cases, No Reasonable Cause Cases, and settlement cases with monetary benefits.	Retire to storage one (1) year after last action (last respondent compliance report or last court decision); destroy 3 additional years later per disposition authority EEOC Order 201.001, Appendix A, Item 14.C(3)(b).
2	1.02 <u>Other Settlement Cases</u> Contains files that were settled or conciliated without any monetary benefit.	Destroy two (2) years after settlement executed or date of last respondent compliance report, whichever is later, per disposition authority EEOC Order 201.001, Appendix A, Item 14.C(3)(b).
3	1.03 <u>Human Rights Commission (HRC) Cases</u> Appeals from OHR Decision and Orders, complainant and respondent information; incoming/outgoing correspondence, possible hearing information and final determination.	Retain in office until case is closed. After closing, retain in office one (1) year, five (5) years storage, then destroy.

Schedule Approved by Department, Agency, or Division Representative
Date 2/19/99
Signature [Signature]
Typed Name Rubis F. Clanzey
Title Administrator

Schedule Authorized by State Archivist
Date MAR 2 1999
Signature [Signature]

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 854

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Agency HOWARD COUNTY GOVERNMENT Division/Unit Office of Human Rights

Item No.	Description	Retention
Section II. General Office / Administrative		
4	2.01 <u>A - Z Files</u> General correspondence from other agencies, reading materials concerning different areas of discrimination, OHR & HRC reports; training classes and community information, correspondence from county and non-county agencies, newsletters and conference information.	Review annually; keep pertinent information for three (3) years, then destroy.
5	2.02 <u>Equal Employment Opportunity Commission (EEOC)</u> Contains contract agreements, incoming & outgoing correspondence, annual reports, contract modifications, payment vouchers, policies and procedures, memorandum of understanding and case inventory.	Review file annually. Destroy three (3) full calendar years after file break.
6	2.03 <u>Human Rights Commission - (HRC) General File</u> File contains incoming & outgoing correspondence relating to human rights information and pertaining to HRC members.	Retain in office for three (3) years. Review annually and destroy outdated materials.
7	2.04 <u>HRC - Administrative Files</u> HRC monthly minutes and special reports, hate bias incidents, recorded tapes of public meetings.	Review annually. Materials relating to significant decisions and actions should be retained permanently on CD. A copy of CD will be forwarded to MSA (Maryland State Archives).
8	2.05 <u>Personnel</u> Personnel files including expense reports, employment application, performance appraisals, transfers, promotions, etc.	Retain three (3) years after termination of employee, then destroy. Official file is maintained in Human Resources."

Schedule Approved by Department, Agency, or Division

Representative

Date

Signature

Typed Name Rufus F. Clancy

Title Administrator

Schedule Authorized by State Archivist

Date

MAR 2 1999

Signature

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C 854

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Agency HOWARD COUNTY GOVERNMENT **Division/Unit** Office of Human Rights

Item No.	Description	Retention
9	<i>Section III. Communications</i>	
	3.01 <u>Audio/Video/Photos</u> Recorded tapes of public hearings, meetings, taped interviews, as well as video tapes, photos, posters, artwork and records used to promote and document OHR/HRC and community outreach programs.	Retain as long as administratively valuable. (Sound recordings should be monitored for quality. Re-recording will be necessary at some point to ensure preservation).
10	3.02 <u>Media Coverage File</u> Contains news clippings or similar records that document news references to OHR or HRC and its programs.	Permanent (photocopy).
	<i>Section IV. Financial</i>	
11	4.01 <u>Budget</u> Department's annual budget and related correspondence	Retain for five (5) years, then destroy.
12	4.02 <u>Purchasing</u> Purchasing requisitions, payment documents, expenditures or encumbrance records.	Retain in office for three (3) years; storage two (2) years, then destroy.
13	4.03 <u>Payroll</u> Files contains payroll time sheets, employee attendance records, hours adjustment forms.	Retain in office for three (3) years; storage two (2) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name Rufus F. Clanzky

Title Administrator

Schedule Authorized by State Archivist

Date

MAR 2 1999

Signature

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 854

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Agency HOWARD COUNTY GOVERNMENT Division/Unit Office of Human Rights

Item No.	Description	Retention
	<i>Section V. Community Outreach Activities</i>	
14	5.01 <u>Martin Luther King Commission (MLK)</u> Incoming and outgoing correspondence, presentation and celebration materials	Retain in office for three (3) years. Review for historical information. Any part of these files that are considered of a "historical nature" should be maintained permanently on CD. A copy of CD will be forwarded to MSA (Maryland State Archives).
15	5.02 <u>Ad-Hoc Committee on Human Rights</u> Incoming and outgoing correspondence, information on sub-groups, presentation information.	Retain in office for three (3) years. Review for historical information. Any part of these files that are considered of a "historical nature" should be maintained permanently on CD. A copy of CD will be forwarded to MSA (Maryland State Archives).
16	5.03 <u>Study Circles</u> Incoming and outgoing correspondence, information on study groups, training materials, etc.	Retain in office for three (3) years. Review for historical information. Any part of these files that are considered of a "historical nature" should be maintained permanently on CD. A copy of CD will be forwarded to MSA (Maryland State Archives).

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name Rufus F. Clanzky

Title Administrator

Schedule Authorized by State Archivist

Date

MAR 2 1999

Signature

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
		PAGE <u>1</u> OF <u>11</u>	
1. Department/Agency County Administration	2. Division Office of Human Rights	3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Case Files, Other Settlement Cases and HRC Cases		5. Earliest Year/Latest Year <u>1998</u> to <u>2003</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Case files contain confidential client information, federal and state forms, investigative material, decision and order, as well as appeals cases and files that were settled or conciliated without any monetary benefits.			
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Format(s) <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape _____ Number _____ (specify) _____ 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape _____ Number _____ (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>5</u> _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain in office until after case is closed. Five (5) years storage, then destroy.		
Name and Title of Preparer <i>Alma Blue</i> Alma Blue, Admin. Support Tech. II	20. Telephone Number (410) 313-6430	21. Date <u>2/5/99</u>	

Instructions -Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
				PAGE <u>2</u> OF <u>11</u>	
1. Department/Agency County Administration		2. Division Office of Human Rights		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title A - Z OHR Administrative Files				5. Earliest Year/Latest Year 1998 to 2001	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. General correspondence from other agencies, reading materials concerning different areas of discrimination, OHR & HRC reports, training classes & community information, correspondence from county & non-county agencies, newsletters and conference information.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Format(s) <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Review annually, keep pertinent information for (3) years, then destroy			
Name and Title of Preparer <i>Alma Blue</i> Alma Blue, Admin. Support Tech. II		20. Telephone Number (410) 313-6430		21. Date 2/5/99	

Instructions -Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
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1. Department/Agency County Administration	2. Division Office of Human Rights	3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Equal Employment Opportunity Commission		5. Earliest Year/Latest Year <u>1998</u> to <u>2001</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains contract agreements, incoming & outgoing correspondence, annual reports, contract modifications, payment vouchers, policies & procedures, memorandum of understanding, case inventory, open case inventory.			
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) 	8. Record Series Format(s) <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) 	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel <input type="checkbox"/> Computer Tape Number (specify) <input type="checkbox"/> Other 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel <input type="checkbox"/> Computer Tape Number (specify) <input type="checkbox"/> Other	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Review file annually. Destroy three (3) full calendar years after file break.		
Name and Title of Preparer <i>Alma Blue</i> Alma Blue, Admin. Support Tech. II	20. Telephone Number (410) 313-6430	21. Date <i>2/5/99</i>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
			PAGE <u>4</u> OF <u>11</u>	
1. Department/Agency County Administration	2. Division Office of Human Rights		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.				
4. Record Series Title Human Rights Commission Administrative and General File			5. Earliest Year/Latest Year <u>1998</u> to <u>2001</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File contains incoming & outgoing correspondence, information pertaining to HRC members, monthly minutes and special reports - including audio tapes and information on hate bias incidents.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) 	8. Record Series Format(s) <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) 		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel <input type="checkbox"/> Computer Tape Number <input type="checkbox"/> Other (specify) 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel <input type="checkbox"/> Computer Tape Number <input type="checkbox"/> Other (specify)	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain in office for three (3) years. Review annually, destroy outdated materials.		
Name and Title of Preparer <i>Alma Blue</i> Alma Blue, Admin. Support Tech. II		20. Telephone Number (410) 313-6430		21. Date 2/5/99

Instructions -Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
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1. Department/Agency County Administration		2. Division Office of Human Rights		3. Unit 	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Personnel Files				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. File includes OHR staff personnel information such as employment applications, personnel action forms, expense forms, transfers and promotions.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____		8. Record Series Format(s) <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape _____ Number _____ <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape _____ Number _____ <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain three (3) years after termination of employee, then destroy.			
Name and Title of Preparer <i>Alma Blue</i> Alma Blue, Admin. Support Tech. II		20. Telephone Number (410) 313-6430		21. Date 2/19/99	

Instructions -Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
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1. Department/Agency County Administration		2. Division Office of Human Rights		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Financial File				5. Earliest Year/Latest Year <u>1998</u> to <u>2003</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File contains purchasing information, payment documents, expenditure/encumbrance records, as well as payroll time sheets and employee attendance records.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Format(s) <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape _____ Number _____ (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape _____ Number _____ (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>2 years storage</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain in office of three (3) years; storage two (2) years, then destroy.			
Name and Title of Preparer <i>Alma Blue</i> Alma Blue, Admin. Support Tech. II		20. Telephone Number (410) 313-6430		21. Date <u>2/5/99</u>	

Instructions -Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
		PAGE <u>7</u> OF <u>11</u>
1. Department/Agency County Administration	2. Division Office of Human Rights	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Budget Files		5. Earliest Year/Latest Year 1998 to 2003
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains department's annual budget and related correspondence.		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____	8. Record Series Format(s) <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for five (5) years.	
Name and Title of Preparer <i>Alma Blue</i> Alma Blue, Admin. Support Tech. II	20. Telephone Number (410) 313-6430	21. Date 2/5/99

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
				PAGE <u>8</u> OF <u>11</u>	
1. Department/Agency County Administration		2. Division Office of Human Rights		3. Unit 	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Audio Tapes				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. File contains recorded tapes of public hearings, meetings or client interviews.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ 		8. Record Series Format(s) <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ 		9. Volume <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After Case is closed <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain as long as administratively valuable. Sound recordings should be monitored for quality. Re-recording will be necessary at some point to insure preservation).			
Name and Title of Preparer <i>Alma Blue</i> Alma Blue, Admin. Support Tech. II		20. Telephone Number (410) 313-6430		21. Date 2/5/99	

Instructions -Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
			PAGE <u>9</u> OF <u>11</u>	
1. Department/Agency County Administration	2. Division Office of Human Rights		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.				
4. Record Series Title Video Tapes / Photographs			5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Contains video tapes, photographs, artwork and records used to promote and document OHR, HRC and community outreach programs.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>photographs</u>	8. Record Series Format(s) <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ (specify) _____ <input type="checkbox"/> Other 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ (specify) _____ <input type="checkbox"/> Other	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <u>permanent</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain as long as administratively valuable. Sound recordings should be monitored for quality. Re-recording will be necessary at some point to insure preservation).		
Name and Title of Preparer <u>Alma Blue</u> Alma Blue, Admin. Support Tech. II		20. Telephone Number (410) 313-6430		21. Date <u>2/5/99</u>

Instructions -Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
		PAGE <u>10</u> OF <u>11</u>
1. Department/Agency County Administration	2. Division Office of Human Rights	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Media Coverage		5. Earliest Year/Latest Year _____ to _____
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File contains news clippings or similar records that document news references to OHR or OHR and its programs.		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____	8. Record Series Format(s) <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ permanent <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Permanent	
Name and Title of Preparer <i>Alma Blue</i> Alma Blue, Admin. Support Tech. II	20. Telephone Number (410) 313-6430	21. Date 2/5/99

Instructions -Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
				PAGE <u>11</u> OF <u>11</u>	
1. Department/Agency County Administration		2. Division Office of Human Rights		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Community Outreach File				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. File includes incoming /outgoing correspondence, presentation materials, training and/or sub-groups information for the Martin Luther King, Jr. Holiday Commission, County Executive's Ad-Hoc Committee on Human Rights and Study Circles.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Format(s) <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel _____ <input type="checkbox"/> Computer Tape Number _____ <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg, Floor, Room) 6751 Columbia Gateway Drive - 2 nd Floor Columbia, MD 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, Cite Law(s) and Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain historical information permanently on CD. A copy of CD will be forwarded to MSA.			
Name and Title of Preparer <i>Alma Blue</i> Alma Blue, Admin. Support Tech. II		20. Telephone Number (410) 313-6430		21. Date 2/19/99	